

**Indiana Department of Administration – Greening the Government  
and the Indiana Department of Transportation**

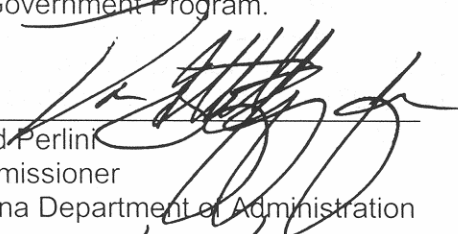
***Memorandum of Understanding***

The Indiana Department of Administration – Greening the Government Program (IDOA-GTG) and the Indiana Department of Transportation (INDOT), establish this Memorandum of Understanding (MOU) in order to develop an infrastructure of regional state facility host sites throughout Indiana for receipt of scrap metals from other state facilities for purpose of consolidating the scrap material for recycling. The IDOA-GTG enters into this MOU on behalf of all state agencies who wish to participate as a generator of recyclable scrap metals. This agreement is a cooperative effort between state agencies, and is based on IC 5.22.22-7, 5.22.21-4(c), and 5.22.22-10. In addition, this agreement is intended to meet the requirements of Governor Frank O'Bannon's Greening the Government Initiative (Executive Order 99-07). Therefore, the IDOA-GTG and INDOT agree to the following:

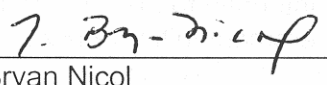
1. IDOA-GTG shall do the following:
  - (a) Notify potential participating state agencies about this recycling program option, including the "Role of State Facilities Generating Scrap Metals", (Appendix A) and the "Role of State Scrap Metal Recycling Host Sites", (Appendix B).
  - (b) Host periodic meeting for the overall lead coordinators from IDOA-Greening, INDOT and other participating agencies, for the purpose of reviewing how the program is operating and making recommendations for needed revisions to improve the program's performance for all of the participating state agencies.
2. INDOT shall do the following:
  - (a) Notify agency host sites about this recycling program option, including the "Role of State Facilities Generating Scrap Metals", (Appendix A) and the "Role of State Scrap Metal Recycling Host Sites", (Appendix B).
  - (b) Proceeds from the sale of the scrap material will go to the host INDOT site.
3. IDOA-GTG and INDOT agree that:
  - (a) This agreement cannot be amended, modified or supplemented in any respect except by subsequent written agreement signed by both parties.
  - (b) This agreement will be re-evaluated after two years, to determine its effectiveness and also to determine both the IDOA-GTG's and the INDOT's desire and ability to continue implementing the agreement.
  - (c) Each of the parties hereto acknowledges and presents that such party has carefully read and fully understands the terms, conditions, and effect of this agreement and is entering into this agreement freely and voluntarily.

- (d) Multiple copies of this agreement may be executed in counterpart in lieu of a fully executed original. This agreement shall be deemed executed upon the date that both parties have signed a counterpart and delivered the signed counterpart to the other party. All of the counterparts, collectively, shall constitute the original agreement so that the mutual promises and obligations of this agreement shall bind each of the parties in full.
- (e) The laws of the State of Indiana shall govern this agreement.
- (f) This agreement shall be binding upon the parties hereto, and their personal representatives, heirs, assigns, and successors in interest.

This agreement constitutes the terms or conditions agreed upon by the Indiana Department of Transportation and the Indiana Department of Administration – Greening the Government Program.

  
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David Perlini  
Commissioner  
Indiana Department of Administration

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
J. Bryan Nicol  
Commissioner  
Indiana Department of Transportation

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Date

## Appendix A: IDOA-GTG and INDOT Scrap Metal Recycling MOU

### ***Role of State Facilities Generating Scrap Metals***

It is assumed that most sites choosing to participate would probably have an annual or semi-annual clean-out time for consolidating their scrap materials.

- State Surplus rules regarding disposition of non-usable commissioned items will be stressed and followed, prior to scrapping any items. Furthermore, any scrap metal items with non-metal parts are not acceptable unless the non-metal parts have been removed (i.e.: a cloth seat and plastic wheels must be removed from the frame of a steel chair before the steel chair frame is accepted for scrap recycling).
  - Participating generating state facilities must provide at least 48-hour notice to the host site to schedule when items will be dropped off at the host site.
  - Transportation of scrap material to the Scrap Metal Recycling Host Site is the responsibility of the generating facility, unless other mutually agreeable arrangements are made.
  - Scrap metal must be non-hazardous
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## Appendix B: IDOA-GTG and INDOT Scrap Metal Recycling MOU

### ***Role of INDOT Scrap Metal Recycling Host Sites***

- INDOT will provide a site list of participating scrap metal recycling host sites to the Greening Program. INDOT has a possible 35 sites.
- INDOT will provide a key contact person, facility address, phone and email address. The key contact person will serve as a liaison between the agency generating the scrap metal and the Host site accepting the scrap metal for purposes of recycling. The key contact person will also track usage of this recycling program, for purpose of evaluating its effectiveness. INDOT's key contact person currently is:
  - Matt Frazer, Greening the Government Taskforce Member, INDOT, 100 N. Senate Ave., Rm. N848, Indianapolis, IN 46204, 317-233-0582 or [mfrazer@indot.state.in.us](mailto:mfrazer@indot.state.in.us) or
- Specific site and environmental logistics for host sites will include:
  - At least two roll-off or other easily-transportable containers, one for steel and one for aluminum;
  - No scrap with hazardous materials will be accepted from other state agencies.

Other Items for Further Discussion as the Program is Implemented:

- Incentives to participate in this program may be needed. At this time, the primary incentives include saving money by reducing disposal costs; possibly saving money in transportation costs; increasing recycling totals supporting Greening objectives; and improving working relationships between state agencies.
- Communication with key agency staff is critical for this program's success. Information will also be added to the Greening the Government Web site at [www.IN.gov/greening](http://www.IN.gov/greening) and/or distributed to all agencies via other communication channels, as needed, such as State Surplus and IDOA Procurement/Service Contract personnel.